

# PRIVATE CRIME PREVENTION PRACTITIONER



COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF CRIMINAL JUSTICE SERVICES

# PRIVATE CRIME PREVENTION PRACTITIONER

## TABLE OF CONTENTS

Introduction .....	1
Eligibility .....	2
Private Crime Prevention Practitioner Requirements .....	2
Duties .....	3
Certification Requirements .....	4
Recertification .....	6
Extensions .....	6
Decertification .....	6
Additional Information .....	7

## Appendices

Private Crime Prevention Practitioner Enrollment Form (PSS\_JE)  
Private Crime Prevention Practitioner Certification Form (PSS\_JC)  
Fingerprint Processing Application (PSS\_FP)



This publication was developed by the Crime Prevention Center and the Private Security Services Section of the Virginia Department of Criminal Justice Services.

805 E. Broad Street  
Richmond, VA 23219  
(804) 786-5664  
[www.dcjs.org](http://www.dcjs.org)

## INTRODUCTION

For many years, law enforcement professionals have recognized the importance of crime prevention. In 1995, the Department of Criminal Justice Services (DCJS), in conjunction with the Virginia Crime Prevention Association, created a special designation entitled Crime Prevention Specialist (CPS), one of only four in the country. This designation recognizes professionals in law enforcement agencies who are highly trained in the field of crime prevention. Today, almost every agency in the Commonwealth has a Crime Prevention Specialist working cooperatively with citizens to make their communities safer.

Since the terrorist attacks on September 11, 2001, security concerns have remained very high throughout the United States. When the nation went to war with Iraq in March 2003, significant numbers of law enforcement officers were among the National Guardsmen and Reservists called to active duty. As a result, many law enforcement agencies have had to operate below strength and specialized officers such as Crime Prevention Specialists have been reassigned to patrol duties, leaving their crime prevention work undone.

The business community responded to the growing safety concerns by hiring or increasing private security staff. At times, these professionals are being called upon to perform tasks normally assigned to law enforcement Crime Prevention Specialists: perform security assessments of property; conduct safety related classes for employees of the business; and aid in the design and implementation of crisis management and evacuation plans. In order to perform these tasks at an optimum level, these private security professionals need the proper training. In the event of future terrorist attacks, the security officer may be the actual first responder on the scene, managing the incident until public safety forces arrive. Private security personnel are often the first line of defense, recognizing potential threats and preventing crimes from occurring. As such, they need to be ready to answer the call.

## ELIGIBILITY

Any employee working in the field of private security for a minimum of 12 months, either as an employee, owner or proprietary agent can be certified as a Private Crime Prevention Practitioner.

An approved criminal history check in accordance with § 9.1-139J of the *Code of Virginia* is required.

## PRIVATE CRIME PREVENTION PRACTITIONER REQUIREMENTS

Individuals interested in obtaining the Private Crime Prevention Practitioner designation are required to present documentation that they have:

1. Received 40 hours of basic and advanced crime prevention training,
2. Completed a DCJS approved Instructor Development Course,
3. Submitted a state and national fingerprint based criminal history check and
4. Submitted verification of employment in the security field for a minimum of 12 months.

*NOTE: Certification is issued for 2 years.*

## DUTIES

### *The duties of a Private Crime Prevention Practitioner are:*

- ✓ To provide citizens/employees within his/her assigned business/area with information concerning safety and security and other matters relating to the reduction of criminal opportunity.
- ✓ To provide assistance to other units of government within his/her area in developing plans and procedures related to the reduction and prevention of criminal activity and safety in the workplace environment.
- ✓ To promote the reduction and prevention of crime within his/her assigned area and in the Commonwealth of Virginia.
- ✓ To aid in efforts to secure Virginia from terrorist attacks by working in collaboration with the law enforcement community.
- ✓ Act in the capacity of a Security Advisor to the security company management and its clients.



# CERTIFICATION REQUIREMENTS

***The following requirements shall be met to be certified as a Private Crime Prevention Practitioner. The successful applicant shall have:***

1. The Applicant must receive 24 hours of a DCJS approved Basic Crime Prevention Training Course including, but not limited to, such topics as:

- ✓ Introduction to Crime Prevention
- ✓ Security Hardware, Technology and Lighting
- ✓ Conducting Security Assessments
- ✓ Violence in the Workplace
- ✓ Personal Safety
- ✓ Drug Identification
- ✓ Business Crime Prevention Principles
- ✓ Critical Incident Response and Management
- ✓ Evacuation Planning

*NOTE: All Basic Crime Prevention curricula must be approved in advance for content and format by DCJS and must be delivered by Certified Crime Prevention Specialists (CCPS).*

2. The applicant must receive 16 hours of DCJS approved supplemental crime prevention training in such topics as:

- ✓ Crime Prevention in the Medical Environment
- ✓ Safety Procedures in Parking Lots/Garages
- ✓ School Security and Safety
- ✓ CPTED (Crime Prevention Through Environmental Design)
- ✓ Landscaping and Crime Prevention
- ✓ Weapons of Mass Destruction

## CERTIFICATION REQUIREMENTS (CONTINUED)

- ✓ Security Assessment of Large Facilities
- ✓ Preventing Crime in High Rise Office Buildings
- ✓ Conversational Spanish for Private Security Professionals
- ✓ Drug Identification, Recognition and Prevention in the Workplace
- ✓ Calming Procedures/Handling Difficult Persons
- ✓ Crowd Management
- ✓ Other topics approved by the Department of Criminal Justice Services

*NOTE: All supplemental crime prevention training must be delivered by an agency, organization, company or vendor approved by the Department of Criminal Justice Services based on their experience and/or subject matter expertise. The trainer must either be a Certified Crime Prevention Specialist or, at a minimum, must have obtained Private Crime Prevention Practitioner Designation.*

3. The applicant must successfully complete a DCJS approved Instructor Development Training Course such as:
  - ✓ DCJS General Instructor Course
  - ✓ Virginia Crime Prevention Association (VCPA) Instructor Development Course
  - ✓ Other courses to be approved by DCJS by submitting course outline and certificate of completion.
4. The applicant must have at least one year of experience working as a private security professional. This must be verified in writing by an employer record or by a letter (on letterhead) from the company, agency or organization.
5. The applicant must provide, at the time of enrollment, a fingerprint and application card for a state and national criminal history check. For eligibility, the criminal history record must be approved in accordance with § 9.1-139J of the *Code of Virginia*.

## RECERTIFICATION

Applicants for recertification must complete an additional eight hours of crime prevention training after the initial designation as a Private Crime Prevention Practitioner. They must also submit a current (no more than 60 days) copy of their VSP-167 criminal history check. Individuals whose certification expires shall comply with the requirements set forth in the initial certification requirement and meet any other requirements in effect at that time.

## EXTENSIONS

The Department of Criminal Justice Services retains the right to grant an extension of the recertification time limit and requirements under the following conditions:

- ✓ Illness and/or injury
- ✓ Special duty required in the public interest
- ✓ Other special circumstances reviewed and approved by the Department of Criminal Justice Services.

*Note: Requests for extensions of the time limit must be submitted in writing prior to the certification expiration. If after the expiration date, the applicant must re-apply and meet initial certification requirements.*

## DECERTIFICATION

An active Private Crime Prevention Practitioner may be decertified if all eligibility standards and certification requirements are not maintained or for any other reason deemed necessary by the Department. Please contact the Private Security Services Section for guidelines.



## **ADDITIONAL INFORMATION**

The Department of Criminal Justice Services provides comprehensive planning and state of the art technical and support services for the criminal justice system to improve and promote public safety in the Commonwealth. The Department is charged with planning and carrying out programs and initiatives to improve the functioning and effectiveness of the criminal justice system as a whole.

### **PRIVATE SECURITY SERVICES SECTION**

The Private Security Services Section is involved in all the aspects of registration, certification and licensure for the industry. The section is responsible for processing applications for registration, certification and licensure; ensuring that each individual, and/or business/training school meets the Code and Regulation requirements; and is involved in the actual issuance of the respective authorization.

### **VIRGINIA CRIME PREVENTION CENTER**

The Center provides crime prevention training, technical assistance, resource materials, and research. It addresses professional standards for crime prevention, community involvement, the analysis of crime data, Crime Prevention Through Environmental Design or CPTED, workplace violence, travel safety, and intergovernmental collaboration. The Center provides a blueprint to guide crime prevention training, technical assistance, program development, and funding opportunities in Virginia.

Additional information about DCJS, the Private Security Services Section, and Crime Prevention Center can be found on the internet at:

**[www.dcjs.org](http://www.dcjs.org)**

**FORMS AVAILABLE ONLINE:**

**ENROLLMENT APPLICATION**

**FORM CODE: PSS\_JE V.10.03**

**CERTIFICATION APPLICATION**

**FORM CODE: PSS\_JC V.10.03**

**FINGERPRINT PROCESSING  
APPLICATION**

**FORM CODE: PSS\_FP**